



December 7, 2011

Dear County and District Superintendents and Charter School Administrators:

REMINDER OF UPCOMING DEADLINE: 2011–12 California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 Annual Enrollment Update

You are receiving this message as a reminder that the certification deadline for the 2011–12 CALPADS Fall 1 Annual Enrollment is **December 14, 2011**. As of today, your local educational agency (LEA) or independently reporting charter school (IRC) has not yet certified at Level 2 the 2011–12 CALPADS Fall 1 Annual Enrollment data. We ask that you support and encourage your staff to update and certify your CALPADS data by the December 14 deadline.

Consistent with prior years, a Fall 1 amendment window of December 15, 2011 through February 22, 2012 has been established for LEAs and IRCs to amend their data. LEAs and IRCs that fail to certify their 2011–12 CALPADS Fall 1 data by the **February 22** amendment window deadline will have **no official enrollment counts** for the 2011–12 school year and **no official graduate or dropout data** for 2010–11 school year.

Official enrollment data are used for many purposes, including several enrollment-based funding calculations. Without official enrollment, LEAs may not be eligible to receive enrollment-based funding. CALPADS data are also used to generate official graduate and dropout counts and rates. Without official graduation rates, LEAs cannot meet their Adequate Yearly Progress (AYP) targets. Last year, for the first time, the California Department of Education (CDE) used CALPADS data to calculate a four-year cohort graduation rate as required by federal regulations. This year, the four-year cohort graduation rate will be used to measure AYP growth targets for accountability purposes. LEAs that certify their Fall 1 data by the December 14 deadline will be provided a private preview during the amendment window of their preliminary enrollment, graduate and dropout counts, and graduation rates. Once the amendment window has closed, official enrollment, graduate, and dropout data are posted on DataQuest and are viewable by the public.

In order to complete and certify the 2011–12 CALPADS Fall 1 Annual Enrollment for your LEA, the steps below must be performed by your CALPADS LEA Administrator. To be on track to comfortably finish these updates and certify by the December 14 deadline, your LEA or charter school should be at or beyond step 7.

1. Set up local accounts and roles (if not done already)
2. Request statewide student identifiers (SSIDs) for students enrolled on or before Information Day (October 5, 2011)

3. Download SSIDs from CALPADS and import them into your local student information system (SIS)
4. Update student enrollment records to exit students that have left your district
5. Update student demographic records with grade level changes for new and continuing students within your district
6. Update student program records for the National School Lunch Program (NSLP) eligibility for new and continuing students within your district
7. Review the certification reports within CALPADS
8. Certify the Fall 1 data submission within CALPADS (both Level 1 and Level 2)

You may check the certification status of your LEA or IRC on the CALPADS County-level Certification report located at <http://www2.cde.ca.gov/calpadsstatus/index.aspx>. Select the Fall 1 data submission and your county from the menu; then press the "Get Report" button. A report will be generated listing each LEA and IRC in your county that displays information about their Fall 1 certification status. The Fall 1 report shows prior year certified enrollment counts, the number of enrollment records within CALPADS so far for the current year, the number of fatal errors, the anomaly percentage, and the certification status for each LEA and IRC in your county. In order to certify the CALPADS Fall 1 data, LEAs and IRCs must have zero fatal errors and an anomaly rate that is less than two percent.

There is still time to submit these critically important data and prevent any interruption in the disbursement of funding for your LEA. My staff and the staff on the CALPADS Service Desk are eager to work with LEAs and IRCs to get this work completed on time. If you have any questions, please contact the CALPADS Service Desk 916-325-9210 or by e-mail at calpads-support@cde.ca.gov.

Thank you in advance for your assistance.

Sincerely,

Keric Ashley, Director
Educational Data Management Division

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